

Unit: [redacted]

NOTICE
NO.

SUBJECT: Collection and Distribution of Agency Mail
on Saturdays

1. Effective 3 October 1953, collection and distribution of inter-office Agency mail by personnel assigned to the General Services Office will be discontinued on Saturdays.

2. Limited courier or messenger service will be available for emergency use only. This may be obtained by calling Extensions [redacted]

STA

L. K. WHITE
Acting Deputy Director
(Administration)

Submitted by:
GSO/RSD/LGC:ew (23 September 1953)

Rewritten
GSO/HJP:am (25 September 1953)

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MEMORANDUM FOR: Special Assistant to the Deputy Director (Admin.)

SUBJECT: Category 110 - Correspondence

REFERENCE: CIA Notice No.

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1. Your memo of 4 May 1953 requested a detailed subject outline with estimated completion dates for the various topics that this office proposes to include in Section 110 of the Regulations. The subjects listed in the contents page for this section include three items which are the concern of this office; namely, correspondence, forms, and postage stamp controls. It appears that Section 40 would be more appropriate for the related regulations than Section 110.

2. Following are our reasons for proposing the change, the recommended placement of the regulations in question, the estimated completion dates for each and the person assigned responsibility for each function:

- (a) Postage Stamp Controls. This is a function of the Mail Control Section of the General Services Office and should be included in the regulation covering the entire mail operation. We have tentatively indexed this section of the regulations for issuance as R-. The person assigned to prepare this regulation is . The estimated completion date is 30 June.

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- (b) Forms and Correspondence (including the subject "Submission of Staff Studies.") These subjects are an integral part of our Records Management Program and accordingly, should be included in the Records Management Regulations tentatively scheduled to be issued as R- about 15 June. However, it is anticipated that procedures for both correspondence and forms management will be issued at a later date in handbook form.

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A revised Correspondence Handbook is now being prepared by [redacted] It is estimated that this will be completed about 1 October. The need for and the extent of covert regulations on the "Preparation and Forwarding of Dispatches" [redacted] will be established during the course of developing and clearing the Correspondence Handbook. The estimated completion of the handbook for forms management is 1 January 1954. This project has been tentatively assigned to [redacted] pending the EOD of the individual who will have over-all responsibility for the forms program.

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[redacted]
Chief, General Services Office

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GSO/RMDE/TLS:ew (1 June 1953)

Distribution: *R*

Orig. & 1 - Addressee
2 - Gen. Ser.

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